



# 2020 Scott County Business Recycling Grant Application

## Applicant Information

Organization	
Contact Name	
Contact Title	
Address	
City, Zip Code	
Phone Number	
Email Address	

## Shipping Information

Address Name	
Contact Name	
Address	
City, Zip Code	
Phone Number	
Email Address	

**Description of Proposed New or Increase Recycling and/or Organics Program:** In the space below, please provide a brief description and implementation plan for your new or improved recycling and/or organics program and efforts. Include an explanation of how costs were determined. If needed, in a separate document, provide drawings or map of where grant items will be placed.

**Reference Questions** (Please check yes or no for each of the following questions)

	Yes	No
Did you work with MN Waste Wise?		
Does your organization currently have a recycling program?		
Does your organization currently have a food waste or organics recycling program?		
If an institution did you consult with County staff before submitting the application?		

**Eligibility Questions** (Please check yes or no for each of the following questions)

	Yes	No
Is your organization physically located in Scott County?		
Is your organization a for-profit or non-profit non-residential waste generator?		
Is your organization responsible for managing the recycling and trash hauling contract for the properties you own, lease, rent, manage or maintain?		

**How did you hear about us?** (Please check yes or no for each of the following questions)

	Yes	No
Scott County Employee, SCENE or website?		
Professional Association (Chamber, Economic Development Association)?		
MN Waste Wise Foundation		
Other: <i>Please explain.</i>		

**Baseline Report Table:** Please fill out at beginning of grant application. (First Table is an example)

Waste Type (Trash, Recycling, Organics, Etc.)	Dumpster or Cart Size (cubic yards, gallons.)	Service Schedule (every other week, 1x/week, 2x/week, etc.)	Average % Filled (estimated)
<i>Ex: Trash</i>	<i>2 cubic yards</i>	<i>1x/week</i>	<i>50%</i>
<i>Ex: Single Stream Recycling</i>	<i>2 cubic yards</i>	<i>EOW</i>	<i>75%</i>

Waste Type (Trash, Recycling, Organics, Etc.)	Dumpster or Cart Size (cubic yards, gallons.)	Service Schedule (every other week, 1x/week, 2x/week, etc.)	Average % Filled (estimated)

## Grant Request

**Items Scott County will Order and have shipped directly to applicant.** Please list container catalog bins, specialty bins, custom labels, or other requests to be ordered directly by the County.

Line Item	Description	Total Proposed Amount
Standard Bins		
Specialty Bins		
Supplies (up to 6 months of bags, compostables, etc.)		
Signage, Labels, and Educational Materials		
	<b>Sub-Total</b>	<b>\$</b>

**Reimbursable Items.** Applicant will purchase items below and Scott County will reimburse applicant (not to exceed the submitted and approved quote or grant amount) within 6 months of date of receipt.

Line Item	Description	Total Proposed Amount
Service (up to 6 months of recycling & organics Service)		
Equipment (balers, infrastructure, etc.)		
Other Expenses		
	<b>Reimbursable Items Sub-Total</b>	<b>\$</b>

<b>Grant Grand Total (Container/Bins/Supplies/Labels + Reimbursable Items)</b>	
<b>Scott County reimbursement up to \$10,000. Subtract \$10,000.</b>	
<b>Remaining Grant Balance</b>	
<b>Applicant Match 50% of grant over \$10,000 (if required)</b>	
<b>County Reimbursement</b>	

Scott County will reimburse up to \$10,000 no match required and will reimburse 50% of the grant request over \$10,000. Please deduct 50% from the remaining balance to determine the required business cash match.

If awarded a grant, \_\_\_\_\_ <grantee> agrees to the following activities:

Host a site visit with MN Waste Wise;
Carry out recycling activities for a minimum of 24 months;
Provide a 3 sentence testimony and agree to serve as a "Success Story," if asked; and
Complete report documenting baseline pre-grant and post-grant quantities of a) materials recycled, b) food recovered, and c) trash.

**Mail to** Scott County Environmental Services  
Attn: Nick Reishus, Recycling and Solid Waste Program  
200 Fourth Ave W. Shakopee, MN 55379

**Fax to** 952-496-8496 | Attn: Nick Reishus

**Email to:** [nreishus@co.scott.mn.us](mailto:nreishus@co.scott.mn.us) | Subject: Recycling-Organic Collection Application

# 2020 Scott County Business Recycling Grant Instructions and Requirements

Scott County is committed to increasing recycling rates and organic recovery by the year 2030. The purpose of this grant program is to reach out to organizations and help them implement new or increase existing recycling-organic efforts and achieve compliance with State requirements.

**A MN Waste Wise Foundation Specialist** will start by conducting a free 30-60 minute waste assessment at your organization. The specialist will then review options for you to reduce what goes in the trash dumpster at your business. These options may include starting a food waste recycling program or making improvements that increase collection of paper, plastic, metal and glass materials. Ultimately, these changes could save your organization money by reducing the size of your trash dumpster or the frequency of pickup.

## Grant Funding

Organizations and institutions can apply for grants to fund their new or improved recycling and organic program costs. Grants are available for up to \$25,000. Scott County may reimburse approved grant requests up to \$10,000 with no match required; and may reimburse 50% of the grant request over \$10,000. Grant requests for over \$10,000 will require a 50% cash match from the applicant for the amounts above \$10,000.

Example:

	\$0-\$10,000
Grant Request Total	\$9,500
Business Match required	\$0
County Reimbursement	\$9,500

Example:

	\$10,001-\$25,000
Grant Request Total	\$12,000
Subtract County \$10,000 grant, no match required	(-) \$10,000
Remaining Balance requiring match	\$2000
Business 50% Cash Match	\$1000
County 50% Reimbursement	\$1000

Scott County will order and pay for bins, custom labels, and certain supplies requested by applicants. These items will be shipped to the applicant. Scott County will reimburse other expenses after MN Waste Wise or County staff has confirmed that allowable purchases have been made and programs implemented as proposed in the application.

Applications will be accepted and evaluated throughout the year on a “first come-first serve basis.” Applications will be considered year round until funds have been fully disbursed. Businesses can apply one time per calendar year. The grant applications takes approximately 4 weeks to process depending upon the date received and the quality of the application and may take longer depending on County workload. Applications that meet the program objectives and requirements approved by the Scott County Board of Commissioners will be evaluated by staff to determine grant eligibility. During the review process, staff may contact the applicant for additional information and/or to clarify the proposal content. A site visit from MN Waste Wise is required prior to awarding grant funds. All decisions by Scott County will be final and are not subject to review.

### **How to Submit a Grant Application**

Prospective candidates must submit an application form, which can be accessed at [www.scottcountymn.gov](http://www.scottcountymn.gov). Completed applications can be submitted by mail or by email (County is not responsible for lost or misdirected submissions):

- **Submit by mail:** Scott County Environmental Services | Attn: Nick Reishus, Recycling-Organic Collection Application | 200 Fourth Ave W | Shakopee, MN 55379
- **Submit by email:** [nreishus@co.scott.mn.us](mailto:nreishus@co.scott.mn.us) | Subject: Business Recycling Reward Application
- **Submit by fax:** 952-496-8496 | Attn: Recycling-Organic Collection Application
- Nick Reishus, Scott County Solid Waste Program, can provide feedback, evaluation guidance, and information on resources. 952-496-8707

### **Eligibility and Guidelines**

#### **Eligibility:**

- **Geographical Service Area:** Organizations must be physically located in Scott County. If your Organization has multiple locations in Scott County, each non-contiguous location is eligible for a grant.
- **Eligible Organizations:** Grants are available to any for-profit or non-profit non-residential waste generator such as businesses, schools, Cities, and Townships in Scott County excluding:
  - The federal government;
  - The State of Minnesota;
  - Regional agencies;
- Organizations must be responsible for managing the recycling and trash hauling contract for the properties they own, lease, rent, manage or maintain.
- An organization that received the maximum amount of grant without match (\$10,000) is not eligible for another grant, unless a 50% match is provided, the next calendar year.
- Organizations with contiguous properties may only apply for one grant. (See definition of Contiguous below)
  - Exemptions-Schools and Government Buildings/Properties are exempt from this requirement.

#### **Guidelines – Applicants must:**

- Complete a grant application.
  - Agree to host a site visit with a specialist from Minnesota Waste Wise or County staff to review current on-site solid waste operations and equipment, discuss the application's objectives and approach, and determine project reporting parameters.
  - Upon acceptance of grant application, enter into a grant agreement with Scott County. The application, once completed, will serve as an attachment to the agreement.
  - Submit a description of the proposed recycling or organic collection activity (-ies) and how the Organization will implement.
  - Agree to carry out recycling activities for no less than the 24-month term.
  - Agree to report both baseline pre-grant and post-grant quantities of a) materials recycled, b) food recovered, and c) trash. A MN Waste Wise specialist can provide this information for the applicant following the initial site visit and a 12 month check in, respectively.
  - Provide a 3 sentence testimonial with a picture or video at after 12 months and agree to serve as a "Success Story," if asked.
- Agree that grant funds are to be used for new or expanded efforts. Funding is not to be used for maintaining existing efforts.-

## Evaluation Criteria

All submitted applications will be evaluated according to the following criteria:

- Outcomes – Organizations’ objectives are clearly stated, specific, realistic, and measurable.
- Impact – The estimated level of achieving diversion of recyclables and organics from the trash.
- Alignment with the Scott County program objectives to:
  - Support business and organizations working to be in compliance with Minnesota Statute
  - Support organizations working to reduce or reuse solid waste
  - Support organizations starting or improving recycling to at least 3 types (paper, plastic, metal, glass) and organic collection
  - Support organizations encouragement and outreach to employees and public to participate in the recycling program

## Reporting Requirements

All organizations awarded a grant through this program will be required to complete a pre-grant and post grant report. The reports will provide Scott County with information about quantities of recyclables, food waste/organics, and trash produced before and after the grant term. The pre-grant report is due at the time of application, and the post-grant report is due 12-months from the start date of the grant term.

## Appropriate Use of Funds and Restrictions

Eligible expenses include, but are not limited to:	Ineligible expenses include, but are not limited to:
<ul style="list-style-type: none"><li>• Containers/Bins for recycling, organics, and trash.</li><li>• New recycling and organics hauling service. <b>(100% reimbursement for up to 6 months of service)</b></li><li>• Signage, promotion, labels and other recycling, food waste, or organic recovery program educational materials.</li><li>• Compostable bags for organics collection containers and compostable products. <b>(100% purchase or reimbursement up to 6-months’ supply. \$5,000 maximum allowed.)</b></li><li>• Compactors, balers, and organics management systems for storage, managing odor and space concerns for businesses generating large quantities of recyclables or organics.</li><li>• Totes, carts, cart tipplers, and other waste containers for transportation to containers serviced by hauler.</li><li>• Construction – enclosures, pads, etc.</li><li>• Other supplies and services approved by the county</li><li>• Sorting stations</li><li>• Dishwashers, laundry, sinks (as approved)</li><li>• Reusable dishware, utensils, textiles. (Items must be for the purpose of reducing single use disposables and not for replacing old items. Dishware such as water bottles, mugs, etc. will generally be funded at a maximum value of \$5/unit.</li></ul>	<ul style="list-style-type: none"><li>• Vehicles</li><li>• Purchase of property</li><li>• Political contribution</li><li>• Gifts</li><li>• Finance charges</li><li>• No custom made products with company logos, etc. (Custom labels are exempted from this requirement. Custom labels must still be reviewed by MN Waste Wise and/or the County and include the Scott County logo.)</li><li>• Purchase of items for a business that they would purchase anyways. (e.g. A new business opening up that needs a dishwasher, flatware, dishes, glasses etc. to open. In this case, the County will only purchase bins and approved compostable supplies before they open.</li><li>• Non-Mixed Municipal Solid Waste (MMSW) reduction or recycling efforts or equipment are ineligible (this grant is funded from money received from the State’s Local Recycling Development Grant (LRDG) and must meet requirements set forth in MN Statute 473.8441 and must be consistent with the Metropolitan policy plan and the County’s Solid Waste Master Plan)</li><li>• (b) Mixed municipal solid waste does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.</li></ul>

## **Fund Dispersal**

**Container/Bins/Supplies/Labels:** No funds are transferred to the business or organizations for containers/bins and certain supplies and labels. Upon approval of the grant application and site visit from the MN Waste Wise Specialist, Scott County will order and pay for these items as identified in the organizations' grant application. If the application is revised due to input from the specialist, the revised request will be considered. The total cost of customized containers may not be covered by the grant. These items will be delivered directly to the organization.

**Other Items:** The organizations must purchase other items as proposed in the application. After the purchase and implementation of other items, the organizations must contact MN Waste Wise or Scott County to confirm purchase (for example, a site visit, or receipts provided). Scott County will process approved reimbursement within 10 working days of confirmation or as time allows.

**Cash Match:** Applicants that request over \$10,000 are required to provide a 50% cash match. The 50% cash match payment must be either spent on the "other items" proposed in the application or submitted to Scott County. Receipts must be provided for all cash expenses.

## **Scott County Rights**

Scott County may require confirmation of information furnished by applicants. Scott County reserves the right to:

- Reject any or all applications if such action is in the public interest;
- Cancel the entire grant program;
- Appoint evaluation committees to review grant applications;
- Negotiate with any, all, or none of the grant respondents.

The Grant does not commit Scott County to enter into a contract with any applicant, nor does it obligate the Scott County to pay for any costs incurred in preparation and submission of applications or in anticipation of a grant.

**Recycling containers** purchased through this grant shall:

- Be paired (be within arm's reach) with a trash container, or be part of a unified "waste station" that includes both trash and recycling disposal components that cannot be separated.
- If part of a unified station, the recycling component should be well labeled and, ideally, color-coded to match other recycling bins.
- Be clearly labeled with a decal that lists all acceptable materials. The County will supply labels at no charge or make art work available to the organization to create their own customizable labels at the organizations' expense.

**Food scrap/organics collection containers** purchased through this grant shall:

- Be placed as close to a trash and recycling containers as possible in order to provide equally convenient access to users.
- If part of a unified station, the food scrap/organic component should be well labeled and, ideally, color-coded to match other food scrap/organic bins.
- Be clearly labeled with a decal that lists all acceptable materials. The County will supply labels at no charge or make art work available to a business to create their own labels.

**Compostable products and bags** purchased through this grant shall:

- Be BPI certified or recognized by an industry standard (ASTM) as compostable
- Be accepted both by the Hauler/Service Provider and Organics Recycling Facility as compostable

## Definitions

---

### Contiguous

A site is contiguous if all the property is both:

- Owned or controlled by the business.
- Immediately adjacent or accessible by only crossing public rights-of-way, such as streets or easements.

#### Figure 1. Contiguous and non-contiguous sites:

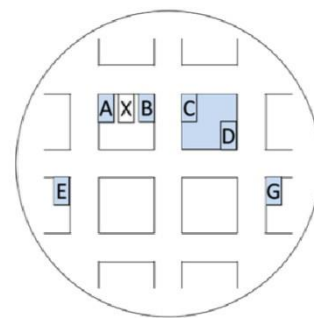
Sites A and B are non-contiguous because they are separated by another party's property.

Sites B and C are contiguous because they are accessible by only crossing the public right of way.

Sites C and D are contiguous because they are located on a single property, even though the buildings are not connected.

Sites D and G are contiguous because they are accessible by only diagonally crossing the intersection of two public right of ways.

Sites A and E are non-contiguous because owner would be required to travel along a public right of way which does not border the business sites.



**Recycling** - Using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material. With recycling, you generally need to collect a material, transport it, clean and sort it, transform it (for example, melt it down, see secondary material, below), market that transformed material, make the transformed material into a new product, package the product, and market the product.

**Organics**- Organic waste is anything that comes from plants or animals that is biodegradable and could include the following materials:

- fruit/vegetable scraps
- grains
- meat, bones
- dairy
- food-soiled paper such as napkins and paper towels
- soiled pizza boxes
- coffee grounds, filters
- paper egg cartons
- certified compostable products (i.e. BPI and Cedar Grove)
- cut flowers and houseplants
- wooden chopsticks, popsicle sticks and toothpicks



## 2020 SCOTT COUNTY BUSINESS RECYCLING GRANT AGREEMENT

THIS AGREEMENT, by and between the County of Scott Minnesota, a municipal corporation, hereinafter referred to as the "County," and \_\_\_\_\_, Minnesota, hereinafter referred to as "Grantee."

WITNESSETH:

WHEREAS, County has obtained funding from the Minnesota Pollution Control Agency for implementation or enhancement of recycling programs, in Scott County consistent with the County Solid Waste Management Master Plan; and

WHEREAS, in order to oversee the disbursement of funds for such purposes, the Scott County Environmental Services Department has created a grant program for for-profit, non-profit, or local units of government within Scott County to help achieve the goals of Scott County Solid Waste Management Master Plan and the grant objectives approved by the Scott County Board of Commissioners; and

WHEREAS, the Grantee is not an employee of the County, and the County is not contracting with it for services, but only providing grant dollars for it to do a project; and

WHEREAS, the Grantee has requested a County grant for the cost to implement or enhance their recycling or organic collection program; and

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

- A. The purpose of this Agreement is to set forth the requirements for distribution of funds obtained from the Minnesota Pollution Control Agency to the Grantee for implementation and/or enhancement of recycling programs to any for-profit, non-profit, or local unit of government within Scott County, consistent with the County solid Waste Management Master Plan; and
- B. The grant application completed by Grantee and the Scott County Recycling-Organic Collection Grant Instructions and Requirements are attached to this agreement and incorporated as if set out herein. Grantee agrees to the requirements, terms, conditions and duties set out in the Application and supporting documents and agrees that failure to abide by those items may result in denial of reimbursement or require repayment by Grantee of funds received contrary to those terms.

### C. Payment

1. The approved amount of grant payment available under this Agreement is up to:

\_\_\_\_\_ Dollars \_\_\_\_\_ (\$)

2. Upon entering this Agreement, County will purchase containers/bins/supplies/labels on behalf of the Grantee as selected by Grantee from the Container Catalog. The items will be shipped directly to Grantee and the value/cost of the items will be deducted from the approved grant amount.
3. After Minnesota Waste Wise Foundation or Scott County staff confirms the implementation of a program according to the grant proposal, Grantee is eligible for reimbursement of funds spent for accepted items. Grantee shall submit receipts/invoices for such expenses on a form approved by County. Payment will be reviewed by County and made within 10 working days of approval or as time allows.
4. For any grant where Grantee has a cash match, the cash match amounts must be expended and verified by the County prior to County's reimbursement of funds. The Grantee shall submit receipts/invoices for expenses on a form approved by County to verify the cash match

D. This grant agreement shall be effective upon final signature from County and shall remain in effect for twentyfour (24) months unless terminated earlier by County.

E. The County may terminate this grant agreement with or without cause upon thirty (30) days written notice to Grantee. In the event of such cancellation, Grantee shall be entitled to payment for purchases made prior to the notice of termination. Grantee's obligation to continue any implemented program shall survive termination of this agreement.

F. The County may immediately terminate this grant agreement if it does not obtain sufficient funding from the State or if all funds are expended to other grant recipients. Termination will be by written fax or email notice to the Grantee. The County shall not be obligated to pay for any items or services obtained after the notice and effective date of termination. Grantee's obligation to continue any implemented program shall survive termination of this agreement.

G. The Grantee agrees to defend, indemnify, and hold the County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses resulting directly or indirectly from any act or omission on the part of the Grantee, or its subcontractors, partners or independent contractors or any of their agents or employees, in the performance of or with relation to this Agreement. Nothing in this Agreement constitutes a waiver by the Grantee of any statutory or common law, defenses, immunities, or limits on liability. The obligation of the Grantee under this section cannot exceed the amount that the Grantee would be obligated to pay under the provisions and limitations of Minn. Stat. Chap 466.

H. Pursuant to Minn. Stat. Section 16C.05, Subd. 5, the books, records, documents, and accounting procedures and practices of Grantee relative to this agreement shall be subject to examination by the County and the State Auditor. Complete and accurate records of the work performed pursuant to this agreement shall be kept by Grantee for a minimum of six (6) years following termination of this agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving the County of Scott regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed or until the authorized agent of the County notifies Grantee in writing that the records need no longer be kept.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

**COUNTY OF SCOTT**

**GRANTEE**

\_\_\_\_\_  
Kate Sedlacek                      Date  
Scott County  
Environmental Services Manager

\_\_\_\_\_  
Name                                      Date  
Title

Approved as to form:

\_\_\_\_\_  
Jeanne Andersen                      Date  
Assistant County Attorney